

Critical Air Pollution Reduction:	Replacing a diesel bus with a zero emission bus, there will also be a reduction in critical air pollution.
VMT Reduction:	Unknown
Ridership Increase	Route 20 has ridership up 2,000 riders or 25% since the creation of the route. We expect that to continue to increase. Route 3 has ridership up 4,400 riders, a 6% increase since the expanded service was implemented
Fuel Use Reduction:	New electric bus will eliminate the need for 4,525 gallons of diesel fuel

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Metropolitan Transportation Commission	
Project Lead: Solano County Transit (SolTrans)	County: Solano
Project Title: Purchase of Zero Emission Bus for New and Expanded Service	

Project Lead:

I

certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Mona Babauta

Signature:



Title: Executive Director

Agency: Solano County Transit (SolTrans)

Date: 1/27/2016

Amount: \$57,333

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name:

Signature:

Title:

Agency: Metropolitan Transportation Commission

Date:

Amount:

\$278,678

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
Request Amount per PUC 99313:	\$278,678	\$0	\$0	
Request Amount per PUC 99314:	\$57,333	\$0	\$0	
Total Project Allocation Request:	\$336,011	\$0	\$0	
Project Title:	Purchase of Zero Emission Bus for New and Expanded Service			
Project Location/Address:	1850 Broadway, Vallejo			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: Solano County Transit (SolTrans)	Assembly:	14
Contact Person: Kristina Botsford	Senate:	3
Contact Phone #: 707-736-6987	Congressional:	5
Email Address: kristina@soltransride.com	Amount:	PUC Funds Type:
Address: 311 Sacramento Street	\$ 57,333	99314
Vallejo, CA 94590	\$	

Table 2: Contributing Sponsor Information

Name: Metropolitan Transportation Commission	Amount :	PUC Fund Type:
Contact: Kenneth Folan	\$ 278,678	99313
Contact Phone #: 510-817-5804	\$	
Email Address: kfolan@mtc.ca.gov		
Address: 101 8th Street, Oakland 94607		

Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	

TOTAL \$336,011

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects		Capital Projects	
<input type="checkbox"/>	A1	<input checked="" type="checkbox"/>	Ai
<input type="checkbox"/>	A2	<input type="checkbox"/>	Aii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Aiii
<input type="checkbox"/>	A4	<input type="checkbox"/>	Aiv
<input type="checkbox"/>	A5		

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

SolTrans will purchase an electric bus to replace a diesel bus that is past its useful life and to also replace partial usage of a hybrid diesel bus. Soltrans expanded service on most local routes on January 31, 2015 by adding more frequent service and adding more hours of service. SolTrans also added a new route in Benicia and Vallejo (Route 20) as a pilot and has decided to continue this route permanently. This new bus will run on Route 3 and Route 20 and will allow SolTrans to maintain the expanded service with less chance of mechanical breakdowns. The new bus will be used at least 50% on Route 3 which runs through a disadvantaged community (DAC). This DAC has no schools, medical facilities, nor grocery stores. Riders can connect from Route 3 to any of our other local Vallejo Routes at the Vallejo Transit Center (VTC), which is located within a 1/2 mile of the DAC, to get them to school, hospitals and shopping centers. Growth on Route 3 has been 6% this year with 4,400 new riders. We expect ridership to grow with the introduction of a new clean air vehicle. We hope to use any cost savings from operating this new vehicle to expand service on Route 3 to better serve thie DAC. Route 20 began 1-31-15 as a pilot route connecting the residents of Benicia to Solano College, shopping centers and medical facilities in Vallejo. Previously the only option Benicia residents had was to connect to commuter routes and a general Public Dial-a-Ride service. Ridership growth on this route is 25% with approximately 2000 new riders this year. The ridership has grown each month for the last year and we fully expect it to continue to grow. The electric bus may also be used on other local routes, all of which serve the Vallejo Transit Center, and most of which had expanded service as of January 2015.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

All Local Routes (except Route 20) run through the Vallejo Transit Center at 311 Sacramento Street, Vallejo, which is within a 1/2 miles of a disadvantaged community. Route 3 runs down Curtola Parkway, stopping at the Curtola Park & Ride Hub located in a disadvantaged community south of Curtola Parkway and traveling throughout the DAC, as well as Mare Island and Cal Maritime University. Route 3 also stops at VTC connecting with all other local Vallejo routes. Route 20 starts in the City of Benicia and connects Benicia residents with shopping centers in Vallejo, Solano College and medical facilities.

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations: 12 years

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

SolTrans expanded transit service on Route 3 will reduce greenhouse gas emissions by replacing a diesel bus servicing the route with a zero emission battery electric bus. Based on the LCTOP GHG calculator tool, replacing a diesel bus with a zero emission battery electric bus will result in a reduction of 3515.53 MTCO₂e over the 12 year life of the vehicle. This result is based on replacing 22,500 diesel miles on the old service with 28,800 zero emission miles on the expanded service.

b) Increased Mode Share - Describe how this project will directly increase mode share.

The electric bus will spend part of its time on Route 20, a new route. This route just changed from a pilot to permanent in January 2016. In the last 6 months, ridership on this route and overall in Benicia has risen by 1,100 riders, a 25% increase. We fully expect ridership to continue to increase on this route and especially after we purchase the electric bus. Route 3 has seen growth of 6% (4,400 riders) since the service changes 1-31-15. We also expect ridership to continue to increase with the new electric bus and we have plans to expand and enhance service on Route 3. Overall, our local system has seen 8% ridership growth since we expanded service.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

<input type="checkbox"/>	1A	<input type="checkbox"/>	2A
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B
<input checked="" type="checkbox"/>	1C	<input type="checkbox"/>	2C
<input type="checkbox"/>	1D		

Transit Projects

<input type="checkbox"/>	1A	<input type="checkbox"/>	1G	<input type="checkbox"/>	2E
<input type="checkbox"/>	1B	<input type="checkbox"/>	1H	<input type="checkbox"/>	2F
<input type="checkbox"/>	1C	<input type="checkbox"/>	2A	<input type="checkbox"/>	2G
<input type="checkbox"/>	1D	<input type="checkbox"/>	2B	<input type="checkbox"/>	2H
<input type="checkbox"/>	1E	<input type="checkbox"/>	2C	<input type="checkbox"/>	2I
<input type="checkbox"/>	1F	<input type="checkbox"/>	2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

The new electric bus will be scheduled to operate at least 50% of the time in the DAC on Route 3. It may also be scheduled for other local routes that run through the Vallejo Transit Center located within a half mile of the DAC. The new bus will reduce air pollution in the DAC. SolTrans' goal is to use the cost savings of operating and maintaining the new bus to expand service within the DAC.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

<input type="checkbox"/>	Improved Safety	<input type="checkbox"/>	Coordination with Educational Institutions
<input checked="" type="checkbox"/>	Improved Public Health	<input type="checkbox"/>	College/University
<input checked="" type="checkbox"/>	Reduced Operating/Maintenance Cost	<input type="checkbox"/>	Grades K-12
<input checked="" type="checkbox"/>	Increase System Reliability	<input type="checkbox"/>	Promotes Active Transportation (walking, biking)
<input checked="" type="checkbox"/>	Other Benefits (describe below)	<input type="checkbox"/>	Promotes integration with other modes of transportation

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

Critical Air Pollution Reduction: Replacing a diesel bus with a zero emission bus, there will also be a reduction in Nox by 0.3 tons, ROG by 0.02 tons and PM10 by 0.01 tons over the 12 year life of the vehicle

Ridership Increase : Route 20 has ridership up 2,000 riders or 25% since the creation of the route. We expect that to continue to increase.

Route 3 has ridership up 4,400 riders, a 6% increase since the expanded service was implemented.

Fuel Use Reduction: New electric bus will eliminate the need for 4,525 gallons of diesel fuel

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	8/1/2017
End expanded/enhanced transit services	8/1/2029
Begin Closeout Phase	
End Closeout Phase	

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

Zero-emission bus will be depot-charged, and will be used at least 50% on runs in Route 3 serving the DAC. Bus will also be used on Route 20 and may be used as needed or available on other local routes. Re-blocking of existing runs may be used to increase the number of daily runs for the Route.

b) Describe the fare structure for this system.

Fare structure is expected to remain the same as for the existing system. Currently, \$1.75, \$1.50, \$0.85, and \$0.25 for Adult, Youth, Seniors/Medicare/Disabled, and ADA certified riders, respectively; with additional discounts for Day Passes, 10-Ride Passes, and Monthly Passes.

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

11 months historical data showing a ridership increase in local routes due to major schedule changes effective January 2015 and new route added. Assumption is that ridership will continue to increase due to quieter, cleaner, more comfortable service, along with attractiveness of projected service changes for other connecting local routes within 1/2 mile of DAC.

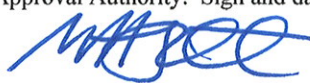
d) Describe the assumptions and process for how the operating cost projections were developed.

n/a

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) Kristina Botsford Phone: 707-736-6987 Date: 1-26-16

Approval Authority: Sign and date
 1/26/2016
Typed name and phone number: Monna Babauta 707-736-6990

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								Project
Component	Prior	FY 2015	FY	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	982,000	0	0	0	0	0	982,000
TOTAL	0	982,000	0	0	0	0	0	982,000

Low Carbon Transit Operations Program (LCTOP)								Total
Component	Prior	FY 2015	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		336,011						336,011
TOTAL	0	336,011	0	0	0	0	0	336,011

Funding Source: Transportation Development Act (TDA) Funds								Total
Component	Prior	FY 2015	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		645,989						645,989
TOTAL	0	645,989	0	0	0	0	0	645,989

Funding Source:								Total
Component	Prior	FY 2015	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								Total
Component	Prior	FY 2015	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16



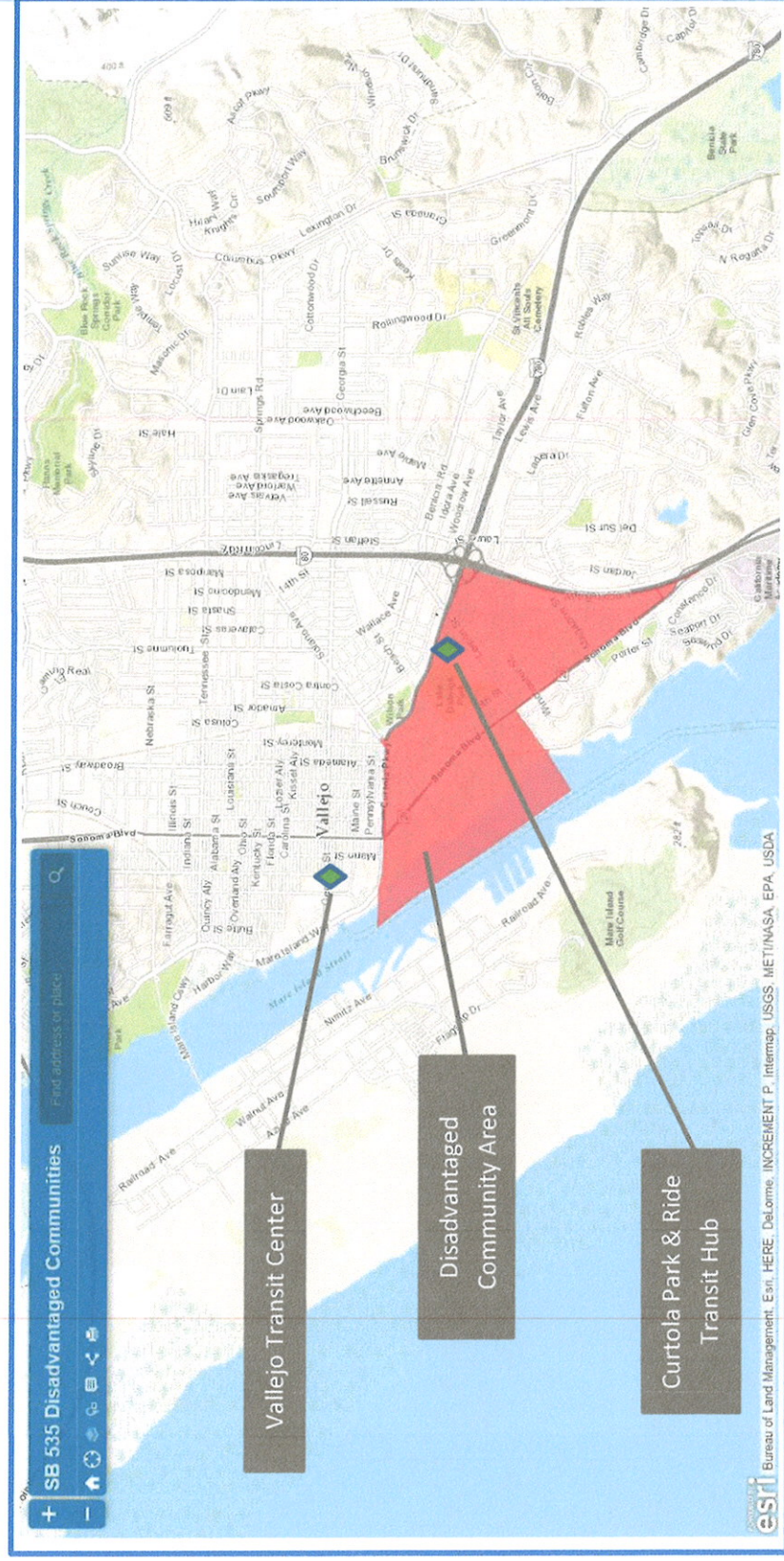
Project Name:	Purchase of Zero Emission bus
Project ID:	0

Inputs in **RED** must be filled out

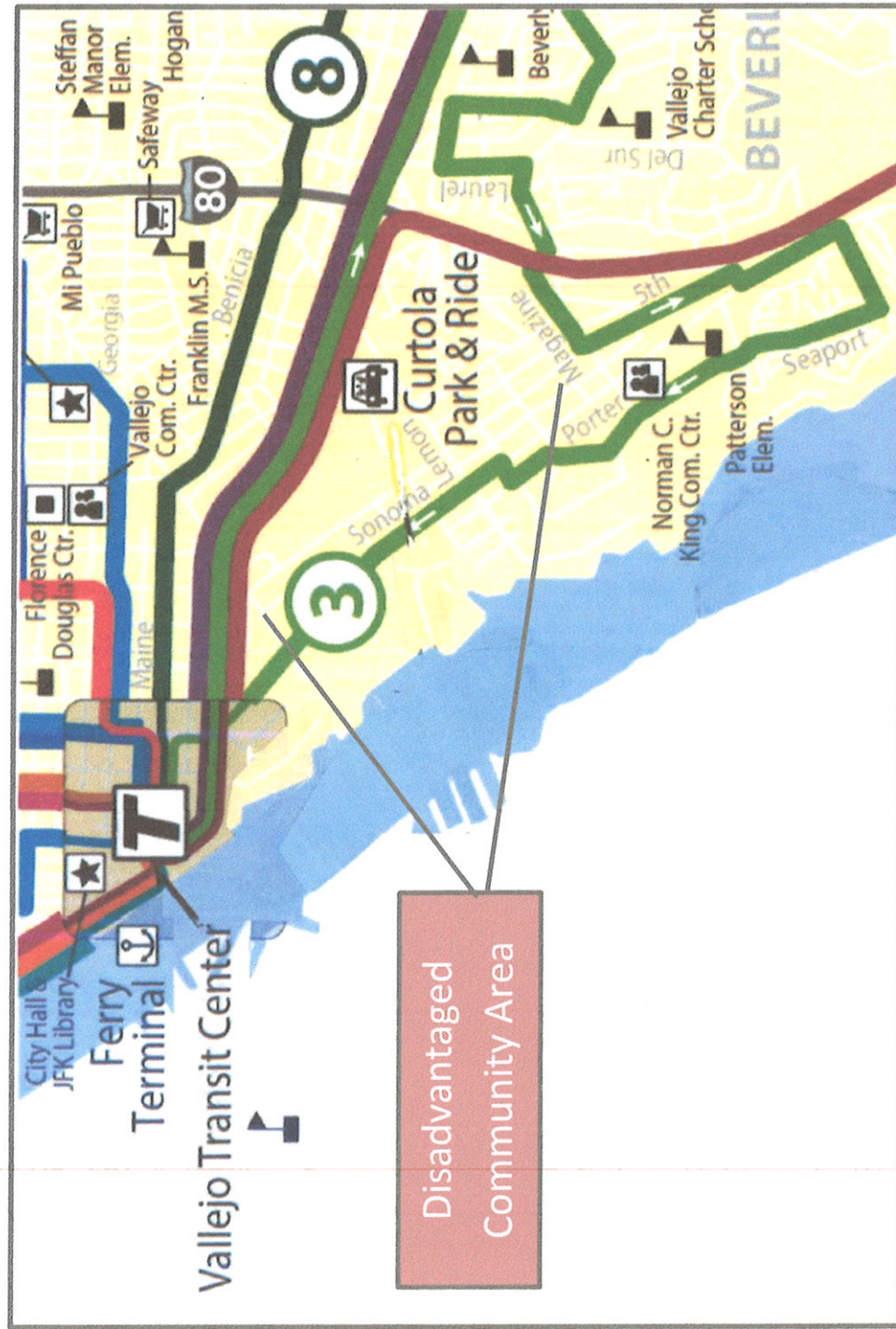
Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	3,515.53	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	336,011.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	336,011.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	336,011.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0105	The metric to be reported in the application.

Solano County Transit Facilities

Located in, and within, 1/2 mile of Disadvantaged Community Area
in Vallejo, CA



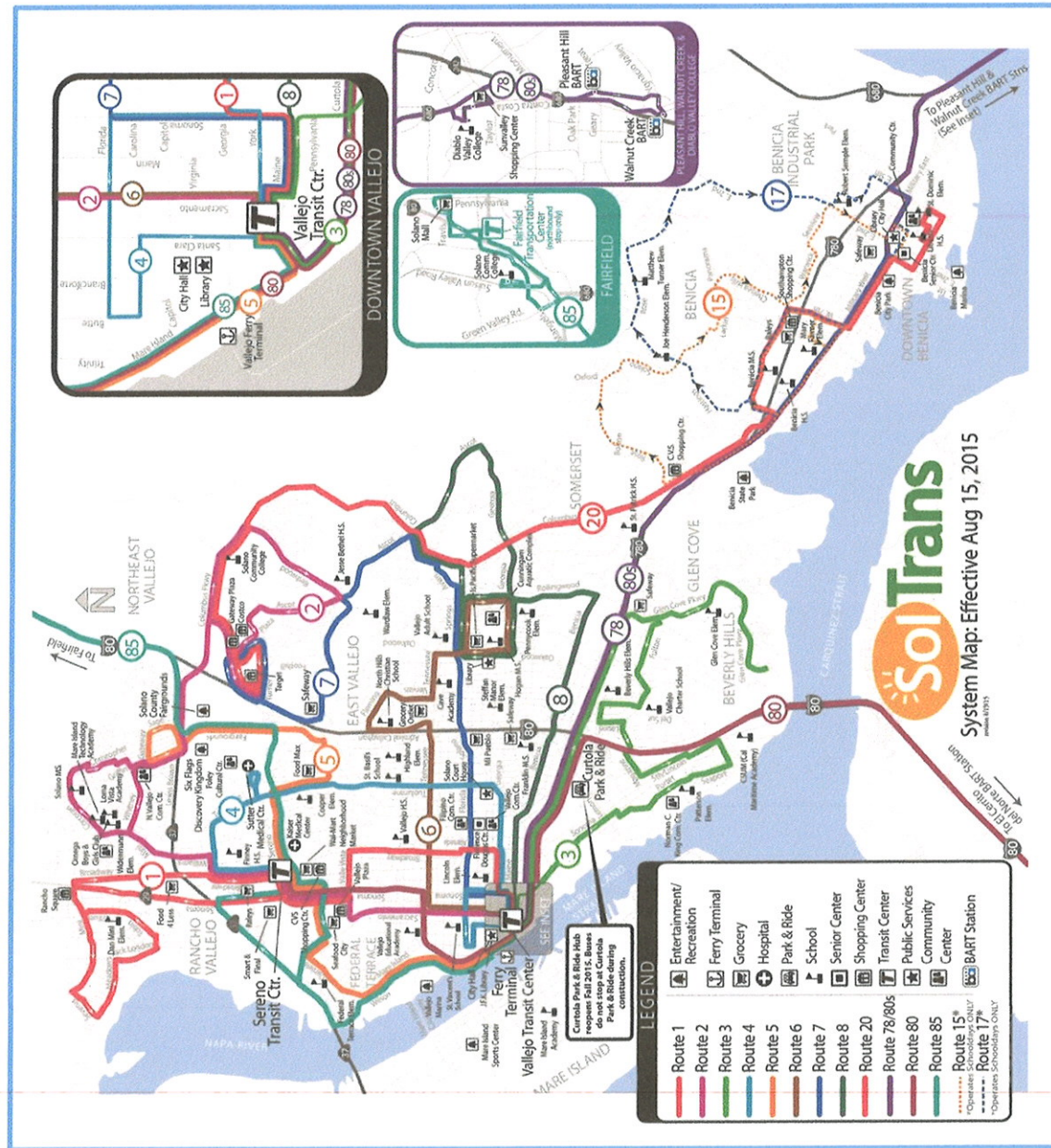
Detail of SolTrans System Map



= SolTrans Vallejo Transit Center



= SolTrans Bus Routes



Solano County Transit System Map

RESOLUTION 2016_XX

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
PURCHASE OF ZERO EMISSION BUS FOR NEW AND EXPANDED SERVICE**

WHEREAS, Solano County Transit (SolTrans) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Solano County Transit wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2015-16 LCTOP funds:

Project Name: Purchase of Zero Emission Bus for New and Expanded Service

Amount of LCTOP funds requested: \$336,011

Short description of project: Purchase of an electric bus to be used on local routes with new or expanded service

Contributing Sponsors: Metropolitan Transportation Commission

Passed by the Solano County Transit (SolTrans) Board on this 18th day of February 2016, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Elizabeth Patterson, Chair
Solano County Transit

Attest by: _____
Suzanne Fredriksen
Clerk of the Board

Low Carbon Transit Operations Program (LCTOP)

CERTIFICATIONS AND ASSURANCES

Project Sponsor: Solano County Transit

Agency Name: Solano County Transit

Effective Date of this Document: February 18, 2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State

or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.

- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:

MONA A. BABAUTA, Executive Director
Solano County Transit (SolTrans)

RESOLUTION NO. 2016-XX

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, Solano County Transit (SolTrans) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, SolTrans wishes to submit an allocation request for their LCTOP funding to be used for the purchase of a Zero Emission Bus; and

WHEREAS, SolTrans wishes to delegate authorization to execute these documents along with any amendments to the Executive Director and/or the Finance and Administration Manager,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director and/or the Finance and Administration Manager are authorized to execute all required documents of the LCTOP program and any Amendments with the California Department of Transportation.

Passed by the Solano County Transit (SolTrans) Board on this 18th day of February 2016, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Elizabeth Patterson, Chair
Solano County Transit

Attest by: _____
Suzanne Fredriksen
Clerk of the Board

**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE Executive Director
(Chief Executive Officer / Director / President / Secretary)

OF THE Solano County Transit (SolTrans)
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Mona A. Babauta, Executive Director OR
(Name and Title of Authorized Agent)

Kristina Botsford, Finance and Administration Manager OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

(Print Name)

(Title)

(Signature)

Approved this Eighteenth day of February, 2016

Attachment: Board Resolution approving Authorized Agent